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## NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC HANDBOOK  
NO. 10-35-1SECURITY  
25 January 1966SECURITY IN OFFICE ROUTINE  
[REDACTED]

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RESCISSION: NPIC Handbook No. 10-35-1, dated 27 December 1962

## A. GENERAL

1. This Handbook establishes general procedures and minimum requirements for security in office routine. The preparation of detailed instructions for the implementation of these regulations and the assignment of personnel to perform necessary security checks are the responsibility of chiefs of national and departmental components. The procedures established by them will be submitted for approval to the Chief, Security Branch, Support Staff, NPIC.

2. Due to the unique physical construction of [REDACTED] with large working vault areas, the Director of Security, CIA has granted a waiver of the requirement that classified materials must be stored in three-way combination safe files within vaulted areas; however, visual security after hours in such working vault areas must be accomplished. Accordingly, classified materials are to be put away in desk drawers, closed or draped storage units, or if left on table, desk or counter tops are to be completely covered with drop cloths. GSA char force and other maintenance personnel may be in vaulted areas on a regular or emergency basis after normal closing hours, and even though such personnel are under escort, it is necessary that visual security be in effect to prevent inadvertent exposure of classified materials to unauthorized individuals. To ensure compliance with this requirement and to improve security generally, all vaults will be inspected nightly by officers of the Security Branch.

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3. The Security Office in room 1-N-427 [REDACTED] is manned 24 hours a day. This office is available to all [REDACTED] personnel for both official and personal assistance as necessary.

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## B. SECURITY PROCEDURES

1. The chiefs of national and departmental components, in establishing and maintaining a security-check system, will include the following:

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Excluded from automatic  
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a. Opening Vaulted Areas

(1) Vault doors may be opened between the hours of 0715 and 0815 on normal work days without notification being given to the Security Office. At any other time, before opening a vaulted area, telephonic notification to the Security Office  is required, with the vault-combination custodian identifying himself by name and NPIC badge number.

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(2) The chief of each component occupying a vaulted area will submit to the Security Office a complete list of his employees (names and NPIC badge numbers) whom he has designated as vault-combination custodians. Thereafter, he will advise monthly by memorandum of additions and deletions to this list, or state that there has been no change.

b. Opened Vaulted Areas

(1) A vault door may be left open when the vault is occupied provided that an employee has been assigned specifically to monitor the entrance the entire time the door is open. The pass-through door, directly in front of the vault door, shall be kept closed at such times.

(2) Receptionist personnel will be assigned by the chief of a departmental or national component to work in the area immediately inside the vault entrance. Such personnel will be responsible for monitoring the entrance whenever the vault door is open, ensuring that all personnel not normally assigned to work in that vaulted area have legitimate business in such vault, ascertaining that visiting personnel are badged and that red-badged visitors have full-time escorts, and ensuring that any area to be visited by red-badged personnel has been prepared properly (visual security) to received non-cleared persons.

c. Closing Vaulted Areas

(1) Whenever a vaulted area is to be secured, regardless of the time of day or night, the alarm switch will be activated by turning it to the night position ("N" on the dial), and the vault door will be closed and locked. The vault custodian will

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then use the corridor telephone to call the Security Office to ensure that the alarm inside has been "set up." This procedure is necessary due to the thickness of the vault door which precludes hearing from the corridor side the usual "ring back" which occurs when the alarm has set up properly.

(2) It is NPIC policy that when one person closes and locks a vault door, another person shall make the required double check. If another Center employee is not immediately available at such time, the person locking the vault door may call the Night Security Officer [ ] to make the double check. In no instance will an individual leave the vault door unattended until the double check has been accomplished.

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(3) When for any reason the vault is not to be secured by 1715 hours on a normal work day, the Security Office will be informed telephonically of the name and badge number of the individual assigned the responsibility of vault custodian, and the approximate time the vault will be closed and secured.

(4) After hours, weekends and holidays, when a vaulted area may be occupied but there are insufficient personnel present to assign an individual to work full time by the vault door to monitor the entrance, the vault door shall be closed and locked or else the electric cypher lock installed on the pass-through door at the vault entrance shall be activated. When the cypher lock is activated the following instructions shall apply:

(a) At any time when no receptionist is available to monitor the vault door, the Vault Security Duty Officer may lock the pass-through door at the vault entrance and thereby activate the cypher lock. This is done by pushing in the bolt on the inner side of the pass-through door and then turning such bolt to the "lock" position. By so doing the electric cypher lock becomes activated and entrance to the vault can then be achieved only by working the electric combination lock or by having someone in the vault open the pass-through door.

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(b) To operate the cypher lock, a four-digit combination must be used on the opening device. When the proper numbers are punched in correct order an electrical current releases the catch on the door and permits it to be opened. The release works for 10 seconds and then relocks. If a wrong combination is punched a 30-second interval must elapse before the lock can again be operated since an internal time delay is built into the mechanism to prevent tampering.

(c) The cypher lock on a pass-through door has the primary purpose of controlling a vault when no one is monitoring the entrance. When it is activated no vault receptionist is required at the door nor is it necessary to lock the steel vault door. The cypher lock is never to be used when no one is in the vault.

(d) Combinations to the electric cypher locks will be given by the chiefs of national and departmental components on a need-to-know basis to occupants of vaults within their jurisdiction. Protection of the cypher lock combinations will be handled in the same manner as vault door or safe combinations, and they will be changed periodically by the Security Office to enhance security. Chiefs of national and departmental components will be responsible for maintaining records of names of individuals to whom the combinations have been given, and such combinations will not be given to non-occupants of the vault without the prior approval of the Chief, Security Branch. Combinations will be on file in the Security Office and available on an emergency basis to those who are eligible to have them.

(e) Failure to secure the cypher lock after each use of an unattended door is a security violation the same as leaving a safe unattended or vault door unlocked.

(f) When the last person leaves the vault and it is to be secured for the night the steel doors will be closed and locked, and the alarm activated in accordance with regular procedures. At that time the Vault Security Duty Officer will deactivate the cypher lock by turning the bolt of the doorknob on the inner side of the pass-through door to the open or unlocked position.

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(5) Each vaulted area will be divided into a workable number of security zones for the purpose of conducting daily security checks. Each security zone will be clearly defined and be assigned a security check officer who will report to the Vault Security Duty Officer having overall responsibility for the securing and alarming of the entire vault.

(6) To secure a working area within a vault, each person will store all of his classified materials in such a manner as to accomplish complete visual security for it. Such materials, including Top Secret and Codeword matter, need not be contained in safe file cabinets (except certain specialized items as noted in subparagraph (7) below), but must be placed in closed containers or covered completely by suitable drapes or drop cloths. Reversing or turning over classified materials on walls or on furniture and equipment tops is not a permissible method of storage, nor is covering such matter with paper or blotters authorized.

(7) Sensitive documents, bearing operational code words and Atomic Energy Commission materials will be kept in bar-locked files or cabinets secured with an approved three-way combination padlock even within a vaulted area. Such files or cabinets will be specifically designated for this purpose, and approved by the Chief, Security Branch; the custodians of these files or cabinets must be personnel holding the applicable clearances. Under certain special circumstances the Chief, Security Branch may authorize other means for safeguarding such material.

(8) Each individual is responsible for securing his own classified materials and his own work area. The security check officer in each security check zone will inspect all rooms and space within his zone to ensure that proper security has been effected. He will then execute Form 63 (blue sheet) noting the area inspected and certified as being secured. If personnel remain after normal closing time, their names and NPIC badge numbers and the rooms for which they are assuming responsibility will be listed on the Form 63 which they will execute when they secure their rooms. The zone security check officers will submit their blue forms to the Vault Security Duty Officer who, upon

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receiving all zone sheets will inspect all steel vault doors to ensure that they are secured. If no personnel remain he will then alarm the vault, secure the vault's entrance door, and telephone the Security Office to ascertain that the alarm has been set up. If personnel remain in the vault after normal closing time and after the regular zone security procedures have been accomplished, the Vault Security Duty Officer will assign responsibility for the final security of the vault to one of the individuals so remaining. The name and badge number of such custodian will be reported by telephone to the Security Office together with the approximate time it is anticipated the vault will be secured. The person who finally alarms and secures the vault will execute Form 121 (pink sheet) and leave it at the lobby receptionist booth as he departs from the building.

(9) The chiefs of departmental and national components shall be responsible for assigning zone security check officers and Vault Security Duty Officers. They shall also prepare individual security plans for their vaulted areas incorporating the foregoing requirements and submit such plans to the Chief, Security Branch for approval.

d. Non-vaulted areas

(1) Safe cabinets equipped with three-way combination locks are required for storage of all regular classified materials in non-vaulted areas. Since all areas behind the building turnstiles are considered to be within a secure area, systems documents and Atomic Energy Commission material may be stored in safe cabinets equipped with three-way combination locks within a non-vaulted area. The security check sheet (Form 108) shall be executed by all personnel who open, close or double check safes for which they have responsibility. It is NPIC policy that when one person closes and locks a safe, another individual shall perform the required double check. If another Center employee is not immediately available at such time, the person locking the safe may call the Night Security Officer  to make the double check. In no instance will an individual leave the safe unattended until the double check has been accomplished.

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(2) Each individual is responsible for securing his own classified materials and checking his working space. A security check officer, designated by the chief of the component occupying the open area involved, shall be responsible for security-checking the entire area assigned and for executing Form 63 (blue sheet) and leaving it at the lobby receptionist booth. Personnel remaining after the security check officer has made his inspection will be given an additional copy of Form 63 to be executed when they depart. Chiefs of components occupying open areas shall prepare individual security plans for such areas incorporating the above requirements and, for offices on the sixth floor, also including specialized security requirements for securing open-area offices which contain gray (NSA) telephones. Those plans shall be submitted to the Chief, Security Branch, Support Staff, NPIC for approval.

## C. INVESTIGATION OF SECURITY VIOLATIONS

1. All violations or indicated breaches of security regulations occurring within [ ] will be investigated by the NPIC Security Branch. Such investigations normally will be made in conjunction with the area or component security officer concerned.

2. The report of investigation will be submitted to the Director of Security, CIA, with a copy sent concurrently to the Executive Director, NPIC, for remedial action deemed appropriate by him. The Executive Director will apprise the chief of the component concerned of the findings in the case and the latter, in the exercise of his command function, will take the necessary administrative and disciplinary action warranted by the facts.

3. Security violations occurring in (1) open areas; (2) in vaulted areas involving leaving an unlocked vault door unattended during working hours or failing to lock a vault door after hours, and (3) those occurring in vaulted areas where an actual compromise resulted (exposure of classified matter to an unauthorized person) will be made a matter of record in the Agency or departmental files of the individual involved. However, where the violation occurs in a locked, alarmed vault (failure to achieve visual security but no compromise resulted) it may be treated as an internal [ ] violation and not made a matter of record in the Agency or

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departmental files of the individual involved. Nevertheless, an internal violation of a particularly flagrant nature (such as Top Secret Codeword maps, displays, etc. left conspicuously on walls) or a repetitive offense on the part of an individual will be made a matter of record in Agency or departmental files.

D. PENALTIES FOR NON-COMPLIANCE OR VIOLATION

Persons who fail to observe these security regulations and the security policy as set forth in this and other applicable directives will be subject to administrative action as specified by their parent service.

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Executive Director

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